



ISO 9001: 2008 CERTIFIED

INSTITUTE OF TAX ADMINISTRATION

Accredited by the National Council for Technical Education

APPLICATION FOR ADMISSION FOR ACADEMIC YEAR 2017/2018

The Institute of Tax Administration (ITA) invites applications for entry into its various programmes for academic year 2017/2018. Qualified applicants for admission into its competence-based Customs and Tax Management are required to apply for programmes as specified hereunder:

- 1. Post Graduate Diploma in Taxation (PGDT) – 12 months (Full-Time) or 18 months (Executive).** *Minimum entry qualification: A Bachelor's Degree in any business-related field or equivalent qualification from a recognized institution.*
- 2. Bachelor of Customs and Tax Management (BCTM) –Three years (full-time)**
*Minimum entry qualification: Two Principal Passes at "A" Level in business related subjects with a minimum total of 4.0 points OR Ordinary Diploma in Customs and Tax Management or any other Ordinary Diploma in a business related discipline provided that the applicant has attained an average of "B" or GPA of 3.0. All applicants for the BCTM should have **FOUR** passes at "O" Level two of which must be **Mathematics and English**.*
- 3. Ordinary Diploma in Customs and Tax Management (DCTM) - Two years (full-time)** *Minimum entry qualification: Basic Technician Certificate (NTA level 4) in Customs and Tax Management or in any other business or science related discipline with a GPA not less than 2.5; OR One Principal Pass and one Subsidiary Pass at "A" Level in business, or science subjects. All applicants for the DCTM should have **FOUR** passes at "O" Level two of which must be **Mathematics and English**.*

4. **Basic Technician Certificate in Customs and Tax Management (CCTM) - One year (full-Time).** *Minimum entry qualification: FOUR passes including mathematics and English at "O" Level; OR NVA level 3 or successfully completion of ACSEE in business related or natural science subjects with only one principal pass.*
5. **East African Customs Clearing and Freight Forwarding Practising Certificate (CFFPC) – Four months (full –time) or Six months (Part–time).** *Minimum Entry Qualifications: Two (2) passes at "O" Level or Holder of Advanced Certificate of Secondary Education (ACSE) and above*

6. **MODE OF APPLICATION**

- a) All Candidates should apply direct to the Institute of Tax Administration.
- b) **Applicants are encouraged to apply through the ITA online application system available through: www.ita.ac.tz**
- c) **The online application fee (Tsh 10,000) is payable through Mpesa, TigoPesa or Airtel Money**
- d) Alternatively, applicants may download the forms from ITA website: www.ita.ac.tz or pick them at the Campus located at Mikocheni B Area, Dar es Salaam. The applications must be accompanied with evidence of payment of a non-refundable application fee of **Tshs. 10,000/=** for Tanzanians or **US\$ 10** for non–Tanzanians. The fee may be paid at any CRDB Bank Branch in favour of **ITA FEES COLLECTION ACCOUNT No. 0150303205600**
- e) Applications should be made and submitted to ITA before **30th August, 2017.**

For further information

Please contact:

Rector,

Institute of Tax Administration,

P. O. Box 9321, Dar es Salaam, Tanzania

Tel: +255 22 2925 100; 0785 558 211: Fax: +255 22 2780 161

E-mail: ita@tra.go.tz